

July 15, 1997

VHA HEADQUARTERS LIBRARY CD-ROM NETWORK

1. PURPOSE: This Veterans Health Administration (VHA) Memorandum establishes new VHA Headquarters policy pertaining to databases and electronic resources through the VHA Headquarters Library CD-ROM Network maintained by the VHA Chief Information Office.

2. POLICY: Desk-top access to bibliographic databases and other electronic resources on CD-ROM is available to Veterans Health Administration (VHA) employees within the Department of Veterans Affairs (VA) VHA Headquarters. Databases will include clinical, administrative, and general reference topics (i.e., directory of associations, medical dictionary, directory of certified physicians, broad-based medical reference texts, selected medical periodicals, and other electronic resources).

3. ACTION: The bibliographic resources can be accessed by VHA staff at their desktop via the VHA Headquarters Library CD-ROM Network icon, available through Winstall. To request access to other network resources (e.g. construction management), additions to the database selections or network capacity, complete the information requested in Attachment A and transmit to Special Assistant / Information Management (193B) using either electronic or interoffice mail.

a. Customer Services-Library Programs office will:

- (1) Identify, select, acquire and receive CD-ROM databases to meet user needs.
- (2) Publish database descriptions, access instructions and educational support materials.
- (3) Support the use of individual databases.
- (4) Administer site licenses, assess utilization and cost-effectiveness of database use.

b. Customer Services- Information Management Programs office will:

- (1) Identify, select, acquire, receive, install and maintain hardware and system software needed to manage the CD-ROM network.
- (2) Install database software.
- (3) Manage system software designed to measure system use and cost effectiveness.

4. REFERENCES: None

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5. RESPONSIBILITY: The Chief Information Office, Customer Services, Library Programs, Special Assistant for Information Management, (193B), is responsible for the contents of this memorandum. Questions may be referred to 273-8521.

6. RESCISSIONS: None.

7. RECERTIFICATION: This VHA Memorandum will be re-certified on or before the last day of October, 1998.

Kenneth W. Kizer, M.D., M.P.H.
Under Secretary for Health

Attachment

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ATTACHMENT A

ACCESS TO VHA CD-ROM NETWORK

1. **DATE:** _____
2. **NAME and TITLE:** _____

3. **SERVICE and ROUTING SYMBOL:** _____
4. **PHONE:** _____

TO ADD CD-ROM PROGRAMS Complete the Following

1. **PROGRAM or CD-ROM TITLE:** _____
2. **PRODUCER or VENDOR:** _____
3. **NUMBER OF DISKS:** _____
4. **AUDIENCE and ANTICIPATED NUMBER OF USERS:** _____
5. **COST:** _____
6. **JUSTIFICATION:**